

Submission Checklist

This document is intended to serve as a helpful guide to authors in preparing their manuscripts for submission to PCD. For submissions that are entering the system initially and have yet to undergo peer review, our staff will conduct a brief evaluation based on the criteria in the General section only. Submissions of revised manuscripts after peer review will be subject to an in-depth evaluation based on the full criteria in this document. Please do not submit this checklist; it is for reference only.

General

- ☐ All authors are listed on the paper and are also entered electronically into Manuscript Central.
- ☐ A correct and complete cover letter has been uploaded.
 - Formatted as a formal letter addressed to PCD or staff
 - The article type is identified.
 - If applicable, any additional notes for the editor have been provided.
 - A statement is made regarding conflicts of interest.
 - A statement is made regarding prior publication.
 - If any part of the manuscript has been published before—tables and figures included—it must be noted in the cover letter.
 - A statement is made regarding responsibility for the work.
 - A statement is made regarding financial support for the work. (If financial support was not received, please state this.)
 - A statement is made regarding IRB (author institution) approval. (If approval was unnecessary or the study was exempt, please state this.)
- ☐ The manuscript file is a .doc or .docx file. Other file extensions are not acceptable.
- ☐ The manuscript file is a clean and final copy without watermarks, tracked changes, colored font, shading, and other mark-ups.
- ☐ The text is in 12-point Times New Roman font.
- ☐ The text is double-spaced on every page.
- ☐ Normal 1-inch margins are used.
- ☐ Pages are numbered in sequence.
- ☐ Tables have been included in the manuscript file after the References section. Tables should not be presented in a separate document unless formatting prevents placement in the text file. Exceptions must be documented in the cover letter.

- ☐ Submission files follow the correct file type and content order:

Manuscript File (text)

- Title page
- Abstract (if applicable to article type)
- Body
- Acknowledgments (and funding statement)
- References
- Tables (no more than 3, unless article type requirements state otherwise)

Additional files uploaded separately

- Figures, multimedia, and other audio/visual files (no more than 2, unless article type requirements state otherwise). Must be accompanied by:
 - Raw data tables for figures in an Excel file
 - Original, high-resolution, editable figure files (the original figure graphic by itself). Acceptable graphics:
 - Flowcharts — MS Word or PowerPoint
 - Graphs or charts — Excel
 - Complicated figures not created in Excel — AI, EPS, SVG, DRW
 - Maps — AI, EPS, SVG, DRW
 - Photographs — High-resolution JPG or TIF
 - Static images (eg, a picture file of a bar chart) pasted into Word or PowerPoint are not acceptable.
- Other Supplemental Files (optional)
Appendices (optional)

Title page, Word Counts and Keywords Sections

- ☐ A title page is included and begins on page 1 of the manuscript file.
- ☐ If applicable, the title of the manuscript includes a time and location. Example: “Program Participation and Blood Pressure Improvement in the Heart of New Ulm Project, Minnesota, 2009–2011.”
- ☐ A byline is inserted directly after the title. The byline lists authors and their degrees in the correct order.
- ☐ Full name and highest degree(s) or professional certification(s) of each author is listed.
- ☐ Affiliated institution of each author is listed.
- ☐ The corresponding author is clearly identified.
- ☐ The corresponding author’s complete contact information is provided.
 - full mailing address
 - telephone number
 - e-mail address
- ☐ Word and reference counts are provided.

- Abstract (if applicable): [Click here to enter text.](#)
 - Text: [Click here to enter text.](#)
 - References: [Click here to enter text.](#)
- ☐ Key words/phrases are provided (up to 10).

Abstract

- ☐ An abstract is provided if required.
- Required for the following file types: OR, ST, SR, CCS, T&T, and B. Not required for: E, BR, L, or GIS.
- ☐ Structured abstract required only for the following article types:
- OR, SR headings: Introduction, Methods, Results, and Conclusion
 - CCS headings: Background, Community Context, Methods, Outcome, and Interpretation
 - B: no headings needed, but 4 sentences are required
- ☐ No reference citations in the abstract.
- ☐ Acronyms, abbreviations, or initialisms are defined at first mention.
- ☐ Abstract word count is within limits for the article type.

Article Types

OR - Original Research
CCS - Community Case Study
SR - Systematic Review
ST - Special Topic
B - Brief
T&T - Tools and Techniques
L - Letter
E - Essay
GIS - Multimedia
BR - Book Review

Abstract Word Limits by Type

OR, CCS, T&T: 250
SR: 300
ST: 150
ST: 150
B: 150

Body

- ☐ Subheadings in the body of the text are correct.
- OR: Introduction, Methods, Results, Discussion

- CCS: Background, Community Context, Methods, Outcome, Interpretation
 - SR: Introduction, Methods (subheadings: Data sources, Study selection, Data extraction), Results, Discussion
 - B: Objective, Methods, Results, Discussion
 - GIS: Background, Methods, Main findings, Action
- ☐ In-text reference citations are numbered sequentially.
- ☐ In-text reference citations are formatted correctly using numerals and parenthesis placed inside the period at the end of a sentence.
- This is an example of correct in-text citation formatting (11, 12, 14-16).
 - No text-based citations such as “(Smith et al, 2004)”
 - No superscripts
 - No Endnotes or other software codes. Codes will highlight grey when clicked. In some versions of Word, highlighting all text in the document and then keying CTRL+ALT+F9 will remove the coding.
- ☐ No footnotes are present in the body of the text.
- ☐ Tables, figures, and other visual elements do not appear in the middle of the text.
- ☐ Placeholder text such as “Table 1 here” may be used.
- ☐ Any call-outs to tables and other elements appear in sequential order.
- ☐ The text word count is within limits for the article type (highlight text to count from the beginning of the Introduction to the end of the Acknowledgements).

Text Word Limits by Type

OR, CCS, T&T: 3,000

SR: 3,500

ST: 2,500

B, BR, GIS: 1,000

L: 600

E: 1,500

Acknowledgments

- ☐ A statement is made regarding financial support for the work. Provide grant numbers, if applicable. (If financial support was not received, please state this.)

References

- ☐ References are listed sequentially in the order that they appear in the text.
- ☐ No alphabetical order listing.
- ☐ Left justification is used; no hanging indentions.

- ☐ No Endnote or other software codes (references will highlight grey when clicked if codes are embedded). In some versions of Word, highlighting all text in the document and then keying CTRL+SHIFT+F9 will remove this. Manual renumbering of references may be necessary.
- ☐ Each reference appears to be complete and correct. See http://www.cdc.gov/pcd/for_authors/references_guide.htm
- ☐ The number of references listed is within limits for the article type.

Reference Limits by Type

OR - 30
CCS - 20
SR – no limit
ST - 25
B - 12
T&T - 40
L, GIS - 6
E - 10

Tables

- ☐ There are no more than 3 tables.
 - Briefs are limited to 2 visual elements (figure or table) in any combination.
 - Tables may be as long as needed (no page limit).
 - Each table begins on a new page.
- ☐ Tables and figures do not contain identical data.
- ☐ Tables are in “Table Grid” format, showing all gridlines and borders.
- ☐ Normal 1-inch margins are used.
- ☐ Tables fit into portrait orientation.
- ☐ Times New Roman font size 12 is used. Font size may be reduced slightly if needed but should not fall below 9-point. This requirement may call for the reorganization of data.
- ☐ No paragraph returns, tabs, or extra spaces are used to create tables or align cells. Use (CTRL+*) to show/hide paragraph marks.
 - No ¶ or → marks should be visible in this view.
- ☐ Each piece of data is contained in its own cell, except for point estimates and their measures of precision.
 - Example: “Odds Ratio (95% CI)” or “Mean (SD)” where CI and SD stand for confidence interval and standard deviation.
- ☐ Tables are presented in the order that they are cited in the text.
- ☐ All abbreviations—including CI, SE, OR, etc.—are defined and grouped together in one line placed just below the table, before the footnotes (if any).
- ☐ Footnotes are designated by superscripted lowercase letters.

- ☐ No special symbols such as asterisks and daggers.
- ☐ No source codes from electronic footnote programs (references will highlight grey when clicked if codes are embedded). In some versions of Word, highlighting all text in the document and then keying CTRL+SHIFT+F9 will remove the coding.
- ☐ References, if any, are formatted using numerals as they are in the body.
- ☐ If *P* values are reported, the actual *P* values are given, not inequalities such as <.01 or <.05. Any value smaller than *P*=.001 may reported as <.001.

Figure list

- ☐ Figure and other file titles are listed after the tables to alert the reader that additional elements accompany the document.

Figures

- ☐ There are no more than 2 figures.
 - Briefs are limited to 2 visual elements in any combination.
- ☐ Figures appear in the order that they are cited in the text.
- ☐ All abbreviations and/or acronyms are defined.
- ☐ Each figure is accompanied by explanatory text – a few sentences that describe and clarify the figure.
- ☐ For photographs or illustrations, a short text description of the image is provided.
 - For flow charts, logic models, or similar diagrams, a detailed text description of the information in the figure is provided.
 - The source of the figure is cited in the explanatory text if applicable.
- ☐ Numerical data points used to create figures and other visual elements are provided in an accompanying data table. Editors and reviewers need to see this information in order to evaluate the effectiveness of the figure presentation.
- ☐ Data tables should be presented with the explanatory text or they may be uploaded as supplemental files.
 - If an Excel file has been provided for a figure, data points may appear in a worksheet within the file.
- ☐ Each figure graphic has been uploaded individually in high-resolution format. The original high-resolution source files will be needed by editors to make changes according to PCD rules on style and format. Static images pasted into Word or PowerPoint are not acceptable.

Appendices and other Supplemental Files

- PCD discourages the use of appendices and other supplemental files.

- For information that is already available online, provide a URL instead of an appendix.
- PCD technical editors will make the final decision on whether to publish an appendix. Acceptance of a manuscript does not guarantee publication of the accompanying appendix.